



EQUALITY & DIVERSITY POLICY

1. Purpose

This Equality, Diversity and Inclusion (EDI) Policy sets out the commitment of Cawarden Co Ltd to creating and maintaining a workplace where everyone is treated with dignity, fairness and respect.

We are committed to promoting equality of opportunity, valuing diversity, and fostering an inclusive culture in which all employees, workers, contractors, clients and visitors feel welcomed and supported.

2. Scope

This policy applies to:

- **Employees**
- **Directors and managers**
- **Temporary workers and contractors**
- **Consultants and agency staff**
- **Job applicants**
- **Volunteers and interns**

The policy applies to all work-related activities including:

- **Recruitment and selection**
- **Training and development**
- **Promotion and career progression**
- **Pay and benefits**
- **Working conditions**
- **Disciplinary and grievance procedures**
- **Redundancy and dismissal**
- **Social and work-related events**

3. Our Commitment

Cawarden Co Ltd is committed to:

- **Providing equal opportunities for all**
- **Preventing unlawful discrimination, harassment and victimisation**
- **Building a culture that values different backgrounds, experiences and perspectives**
- **Making employment decisions based on merit, capability and business needs**
- **Ensuring reasonable adjustments are made where appropriate**
- **Encouraging respectful behaviour and inclusive practices across the organisation**

We will not tolerate discrimination on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race, ethnicity or nationality
- Religion or belief
- Sex
- Sexual orientation
- Any other characteristic protected by applicable law

4. Responsibilities

Leadership and Management

Managers and leaders are responsible for:

- Promoting inclusive behaviours
- Applying policies fairly and consistently
- Addressing inappropriate conduct promptly
- Supporting equal access to opportunities
- Completing relevant EDI training

Employees

All employees are expected to:

- Treat others with respect
- Contribute to an inclusive workplace culture
- Report discrimination, harassment or bullying where observed or experienced
- Comply with this policy and related procedures

5. Recruitment and Selection

We aim to ensure recruitment processes are fair, transparent and inclusive by:

- Advertising roles openly where appropriate
- Using objective selection criteria
- Avoiding discriminatory language in job descriptions
- Providing reasonable adjustments during recruitment
- Selecting candidates based on skills, experience and potential

6. Harassment, Bullying and Discrimination

Harassment, bullying, discrimination or victimisation of any kind will not be tolerated.

Examples include:

- Offensive comments or jokes
- Exclusionary behaviour
- Unwanted conduct related to a protected characteristic
- Intimidation or abuse
- Discriminatory decisions or practices

Complaints will be taken seriously and investigated promptly and confidentially.

7. Reporting Concerns

Employees who experience or witness inappropriate behaviour are encouraged to report concerns to:

- Their line manager
- Human Resources
- A designated EDI representative
- A confidential reporting channel, where available

No individual will suffer retaliation for raising a genuine concern in good faith.

8. Training and Awareness

We will:

- Provide regular EDI training
- Promote awareness of inclusive behaviours
- Encourage open and respectful communication
- Review workplace practices to improve inclusion

9. MONITORING AND REVIEW

Cawarden Co Ltd will regularly review this policy and related practices to ensure effectiveness, legal compliance and continuous improvement.

Where appropriate, anonymised workforce data may be monitored to identify trends and support equality objectives.

10. Breaches of This Policy

Breaches of this policy may result in disciplinary action, up to and including dismissal.

Serious cases of discrimination, harassment or victimisation may also expose individuals and the organisation to legal liability.

For and Behalf of the Board



W. Crooks, Company Director

May 2026

Next Revision Date: May 2027
